



CITY OF DULUTH

PURCHASING DIVISION

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Addendum # 2

File # 16-05AA

Project: Gate, Wayfinding, and Signage Plan for Parks Dept.

This addendum serves to notify all bidders of the following Q&A for the solicitation documents:

1. What is your budget for the design plan phase of work? **We are not sharing that information.**
2. Are you requesting a photographic audit of each existing sign or an overview of the sign types currently in use? **An overview of signs is currently in use. However, some photos included in final plan would be useful for the public's understanding.**
3. Are you requesting documentation services (sign location plans and sign message schedules) for all the trails in the network? Future trails? **We'd like to have it for all current trails, and this would be a plan for implementing on our future trails. For example, we have a current hiking trail, and we plan to add a loop to that. We want a plan so that consistent signage will be placed at those new intersections.**
4. Do you currently have an ER Locator system tied to 911 services in place? **Not officially. The consultant will work with our EMS to develop that system.**
5. What do you mean by "budget narrative"? **We'd like to see a break out of costs...stakeholder meeting cost per meeting, etc. rather than a lump for all meetings.**
6. From our experience five months is a tight timeline for this type of work. Is the schedule flexible? **We'd like to implement this before the winter season is upon us. The timeline can be extended to August 31, 2016.**
7. Our professional liability insurance is \$1,000,000 per occurrence with a \$2,000,000 aggregate. Is this acceptable? **No, the City requires \$1.5 Million per occurrence.**
8. Will additional documentation be made available showing surveys of the current trails? **Yes. Additional documentation will be provided on both current trails, as well as proposed trails that have been identified and that the City intends to put in place over the next 12 to 18 months.**
9. For the files that the consultant will be expected to submit – what format does the City prefer? **GIS format.**

10. What about gate requirements? Part of the project will be for the consultant to evaluate trail access points and identify those where a gate may be desirable to prevent unauthorized/unwanted access.
11. Will the City provide information on the standard naming conventions used in its current GIS system? Yes.
12. Will the locations of gates and signs be part of the expected deliverables? Yes.
13. Are all areas of the City trail system GIS accessible? No – cell phone signals are not even accessible in some locations. Part of the project will be to identify those areas and make sure that the signage at the trail entrance/access point communicates to the users that it is a “back country” or “at your own risk” trail. The City is interested in hearing consultant’s recommendations as far as “back country” protocol.
14. Is the current signage system documented? Signage is documented only where partner groups have signage systems in place – and these vary from partner group to partner group.
15. Is there an emergency response system in place? Partially. St Louis County 911 has worked with the City on ER locator for some of the trails. The consultant will be expected to work closely with local police, fire, and other emergency response agencies to identify and implement an ER locator system.
16. How far will the consultant be expected to take the plan? Deliverables will be expected to convey a clear message for each location and include bid ready specifications. Developing the bid package and construction administration are included in the services that the selected consultant will be expected to provide. Proposals should include the firm’s approach to construction administration. Since the City Parks Department is short-staffed, we want to know how the proposer can assist us in the project. To clarify – the consultant will be expected to provide oversight – not necessarily be a daily presence on the trail.
17. Why was July 31, 2016 identified as the completion date? Is there any flexibility in that deadline? The July date was chosen based on the expectations of the community. There is some flexibility and the City may agree to extend this deadline to August 31, 2016. Implementation of the new system will be in phases. Chambers Grove Park is scheduled for renovation this spring/summer and will be a “Phase 1” test of the new signage system.
18. What is the construction budget for this project? What is the design budget? We are not sharing that information.
19. What are the City’s expectations as far as signage for indigenous areas? The City has an Indigenous Commission that will assist with signage for these areas. More information on

the Commission can be found on the City website: <http://www.duluthmn.gov/boards-commissions/indigenous-commission>

20. What types of signage will be expected for trail heads? Kiosks? Kiosk type for trail heads; grand entrances possibly for major trails such as the eastern and western terminus of the traverse trail. Partner organizations may be providing labor to build kiosks.

21. Is there a limit on the number of pages for the proposals? No limit.

22. Does the City expect a photo of every sign currently on the trail? No. We want plans for all of the trail systems that will include a representation of each type of sign (mile marker, entrance identifier, etc) that will be used.

23. What other types of services are needed? The City is looking to the consultant to provide expertise on using signs to manage trail user behavior. There will also be public meetings that the consultant will be expected to facilitate/lead. We are anticipating four public meetings at this time. The consultant will be expected to meet and work effectively with all of the numerous stakeholders involved.

24. What about map graphics? The proposals should make recommendations – but we anticipate that this will be a separate contract. The map graphics would be expected to integrate with not only the City website, but also with partner organization websites.

25. How many miles of proposed trail are expected to be built over the next 18 months? Roughly 53 total miles to be added in the near future, locations as follows:

Single track – bike/hike trails = ~27 miles

DWP multiple user trail gravel trail– hike/bike/horse/snowmobile/ski = ~4 miles

Western Waterfront Trail extension – up to 8 miles potentially

Enger Park Looped Accessible Trail - ~.5 mile

Paved bikeways - ~2-3 miles

Snowmobile trail – ~2.5 miles

Equestrian Trail - ~3 miles

Multiple use – equestrian, hike, bike, snowmobile - ~1 mile

Hike only - ~4 miles

26. Is professional liability insurance required? Is this optional? Yes, Professional Liability insurance is required. No, it is not option. The City requires a minimum of \$1.5 Million per occurrence.

27. Has this project been funded? Yes, the project is funded as a part of the ½ and ½ St Louis River Corridor Improvements.

28. Who will develop the content for the “Educational and Information” signage? We are seeking guidance on what is appropriate content for the informational and educational signage. For example, what will the sign look like and what will the wording be to inform trail users that only skiers are allowed on groomed cross country ski trails – that all other users – hikers, bikers, snowmobiles, horses – are not welcome on the Lester Park Nordic Trails; or, what wording do we post on signs indicating that no motorized vehicles are allowed on any public property in Duluth? Or, Dogs must be leashed and picked up after.....We want help in designing clear and consistent language.

Please acknowledge receipt of this Addendum by signing, dating, and submitting a copy with your bid/proposal. Thank you.

Signature

Date

Posted February 11, 2016